

Finance Manager

John Howard Society of Hamilton, Burlington & Area

Reports To	Executive Director
Department	Finance & Administration
Employment Type	Full-Time, Permanent
Location	Hamilton, Ontario (in-person, with some hybrid flexibility)
Compensation	Commensurate with experience. Competitive nonprofit sector salary.

About JHS HBA

The John Howard Society of Hamilton, Burlington & Area (JHS HBA) is a registered charity delivering justice-focused programs across Hamilton, Burlington, and surrounding communities. We provide youth and adult justice services, employment supports, and community reintegration programming. Our work is grounded in fairness, dignity, and the belief that people can change.

We are a values-led organization. The people who work here show up because they believe in the mission, not just the job description.

Position Overview

The Finance Manager is responsible for the financial health and operational accuracy of JHS HBA. This is a hands-on role. You will manage day-to-day accounting functions, lead the annual audit process, drive budget development, and serve as a key resource for the Executive Director and program managers navigating financial requirements tied to government contracts and funder reporting.

You will report directly to the Executive Director and work closely with the leadership team. You will also liaise with the Board of Directors, specifically the Finance and Audit Committee.

This role requires someone who is organized, detail-oriented, and confident in communicating financial information to non-financial audiences. You will also bring a forward-looking perspective on systems. We currently work within QuickBooks and are open to adopting tools that improve how we operate, provided the change is deliberate and well-managed. If you take pride in clean books, accurate reporting, and leaving financial systems better than you found them, this role is for you.

Key Responsibilities

Financial Management and Reporting

- Manage all day-to-day accounting functions: accounts payable, accounts receivable, work with the bookkeeper, support payroll processing, and bank reconciliations.
- Prepare monthly, quarterly, and annual financial statements for internal leadership and the Board of Directors.
- Monitor cash flow and flag risks or variances to the Executive Director in a timely manner.
- Maintain the general ledger and ensure accuracy across all accounts.
- Manage the Chart of Accounts and ensure financial data is structured to support program-level and organizational reporting.

Budget Development and Oversight

- Lead the annual organizational budget process in collaboration with the Executive Director and department managers.
- Prepare program-specific budget templates and provide guidance to managers completing funder budget submissions.
- Track actuals against budget throughout the fiscal year and prepare variance analyses.
- Support the Executive Director in preparing financial forecasts and scenario planning as needed.

Audit and Compliance

- Coordinate and lead the annual external audit process from preparation through final sign-off.
- Prepare audit working papers, schedules, and supporting documentation.
- Ensure compliance with applicable legislation including Ontario Employment Standards Act, Canada Revenue Agency requirements, and funder-specific financial reporting obligations.
- Maintain organized and audit-ready financial records at all times.
- Support the Executive Director in responding to audit findings and implementing any recommended adjustments.

Funder and Grant Financial Reporting

- Prepare financial reports for government funders and private foundations in compliance with grant agreements.
- Ensure expenses are coded correctly to the appropriate funding envelope.
- Track multiple funding streams simultaneously and maintain clear documentation for each.
- Collaborate with program managers to reconcile program spend with approved budgets.

Payroll and Benefits Administration

- Process bi-monthly payroll accurately and on time.

- Administer employee benefits, including group health plan and pension contributions.
- Ensure compliance with CRA source deductions, remittances, and year-end filings (T4s, T4As).
- Liaise with the payroll provider as required.

Systems and Internal Controls

- Maintain and improve internal financial controls to safeguard organizational assets.
- Oversee our current accounting environment (QuickBooks) and ensure data integrity across all financial records.
- Evaluate tools, platforms, and process improvements that could streamline financial operations. We are open to adopting better solutions where the case is clear and the transition is sound.
- Lead or support the implementation of any system changes, including change management and staff training.
- Provide training and guidance to non-financial staff on expense reporting, coding, and process adherence.

Finance and Audit Committee Support

- Prepare financial reports and supporting materials for Finance and Audit Committee meetings.
- Attend Finance and Audit Committee meetings and respond to questions as required.
- Support the Executive Director in preparing financial information for full Board of Directors meetings.

Qualifications

Required

- Post-secondary education in accounting, finance, or a related field.
- Minimum 3 to 5 years of progressive experience in a finance or accounting role.
- Experience managing accounts payable, accounts receivable, payroll, and financial reporting.
- Demonstrated experience preparing for and supporting external audits.
- Proficiency with QuickBooks or comparable accounting software.
- Strong knowledge of CRA compliance requirements, including payroll remittances and year-end filings.
- Excellent attention to detail and a commitment to accuracy.
- Strong written and verbal communication skills, including the ability to present financial information clearly to non-financial audiences.

Preferred

- CPA designation or active pursuit of CPA designation.
- Experience in the nonprofit or charitable sector, including familiarity with fund accounting.
- Experience with government-funded programs and funder financial reporting requirements.
- Familiarity with Ontario Employment Standards Act requirements.
- Experience supporting a Board of Directors or Finance Committee.

Working Conditions

- Office-based role in Hamilton, Ontario, with some hybrid flexibility.
- Standard full-time hours with occasional flexibility required during audit season, fiscal year-end, and budget cycles.
- Collaborative team environment with direct access to the Executive Director.

What We Offer

- Meaningful work in a mission-driven organization.
- A leadership team that values transparency, accountability, and professional growth.
- Competitive salary commensurate with experience.
- Group benefits plan.
- An organization that is actively building, not coasting. You will have real influence here.

How to Apply

Submit your resume and a cover letter describing your relevant experience and why you want to work with JHS HBA. Applications without a cover letter will not be considered.

Send your application to: dbrooks@jhshba.ca

JHS HBA is an equal opportunity employer. We encourage applications from individuals from equity-deserving groups, including those with lived experience in the justice system. Accommodations are available throughout the hiring process upon request.

We thank all applicants. Only those selected for an interview will be contacted.